

Property address: _____ Owner: _____

Contractor and License # _____

Include a Site plan and Building plan and the following information:

1. Zoning _____
2. Lot size _____
3. Easements and right-of-ways _____
4. Survey(if required) _____
5. Significant elevation requirements _____
6. Required Building set backs _____
7. Proposed location (site plan) of building and building type _____
8. Building and room dimensions and types (verify on plan) _____
9. Number of stories _____
10. Type of foundation _____ (Minimum 5' frost footings)
11. Type of water and sewer (public/private) _____
12. Type of heat and air conditioning _____
13. Number of bedrooms _____
14. Number of bathrooms _____
15. Is proposed building within a shoreline area (within 1000' of a lake or 300' of a river or wetland) yes/no if yes, what type? _____
16. Wood frame floors and walls: size: _____ spacing _____
17. Anchor bolts or straps (circle one) _____
18. Snow load _____ (at least 42PSF required)
19. Wind exposure _____ (90 MPH-exposure C minimum)
20. Energy Calculation (required for habitable space construction)
21. Ventilation, Make-up air & combustion air calculation
22. Storm water management plan (submitted to Building Dept.)

Note: Commonly Missed Building Code Requirements

- a) Each sleeping room and new basements must have one exterior door OR one escape/rescue window with 5.7 sq. ft. of openable area, minimum width of 20 inches, minimum height of 24 inches. (One "minimum" required)
- b) Foundation wall insulation minimum R-5 for entire wall.
Foundation walls insulated on the interior must have a moisture barrier (minimum 4 mil.) between batt insulation and wall (floor to ceiling).
- c) Smoke detectors are required on all floor levels, in all sleeping rooms, adjacent to sleeping rooms and in the basement. For new construction, all smoke detectors must be hard-wired, interconnected and have battery back-up. For remodeling, \$1,000.00 or more in value, smoke detectors must be provided as per code, required smoke detectors may be battery operated.
- d) Carbon monoxide detector-- Every "single" family dwelling and every "multifamily" dwelling unit shall be provided with a minimum of one approved and fully operational carbon monoxide alarm installed within ten (10) feet of each room lawfully used for sleeping purposes. If bedrooms are located on separate floors additional carbon monoxide alarms would be necessary within ten feet of these areas
- e) Attic access must not be in closets or inaccessible spaces.
- f) If garage is attached, the passage door must be a solid wood door with 1 3/8 inches thickness or be tight fitting with a 20 minute fire rating.

OTHER INFORMATION

ENGINEERING DEPT- 739-0115

- a) Street elevation-Curb and gutter elevation
- b) Sewer and water lead-in elevations and locations (Note: It is recommended that the sewer lead-in is located before building elevation is established)
- c) Street restoration fee
- d) Driveway elevation and permit, approach location and garage floor elevation.

More info. on back

ASSESSMENT DEPARTMENT-739-0109

- a) Deferred assessments, if any.
- b) Pending assessments, if any.

- a) Building permit (licensed contractor) (Based on Value of Construction)
- b) Water availability charge, if required (\$450.00)
- c) Plumbing permit (licensed plumber) (Based on Number of fixtures)
- d) Electrical permit (licensed electrician) (218-439-3895 MN State Electrical Inspector)
- e) Mechanical permit (heating/cooling system)(licensed contractor) (Based on Number of fixtures)
- f) Exterior water and sewer hook-up permits (licensed plumber or certified pipe layer) (See Excavation Permit)
- g) Excavation permit (licensed contractor) (required when digging in Right-of-way) (\$70)
- h) Street restoration fee, if required (Depends on how much restoration will need to be done)
- i) Water main tapping fee, if required (Depends on size of tap)

REQUIRED INSPECTIONS-FROM 2007 MN BUILDING CODE

Subp. 6. Required inspections. *The building official, upon notification, shall make the inspections in this part. In addition to the inspections identified in this subpart, see applicable rule chapters in part 1300.0050 for specific inspection and testing requirements.*

- a) *Footing and foundation inspections shall be made after excavations for footings are complete, and any required reinforcing steel is in place. For concrete foundations, any required forms shall be in place prior to inspection. Materials for the foundation shall be on the job, except that concrete need not be on the job if the concrete is ready mixed according to approved nationally recognized standards. The foundation inspection shall include excavations for thickened slabs intended for the support of bearing walls, partitions, structural supports, or equipment. If the foundation is to be constructed of approved treated wood, additional inspections may be required by the building official.*
- b) *Concrete slab and under-floor inspections shall be made after in-slab or under-floor reinforcing steel and building service equipment, conduit, piping accessories, and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the sub floor.*
- c) *Rough-in inspection of plumbing, mechanical, gas, and electrical systems shall be made before covering or concealment, before fixtures or appliances are set or installed, and before framing inspection.*
- d) *Framing inspections shall be made after the roof, all framing, fire blocking, and bracing are in place and all pipes, chimneys, and vents are complete and the rough electrical, plumbing, gas, heating wires, pipes, and ducts are approved.*
- e) *Energy efficiency (insulation/vapor barrier) inspections shall be made to determine compliance with Minnesota Energy Code requirements.*
- f) *Lath and gypsum board inspections shall be made after lathing and gypsum board, interior and exterior, are in place, but before any plastering is applied or before gypsum board joints and fasteners are taped and finished. Exception: Gypsum board that is not part of a fire-resistive assembly or a shear assembly.*
- g) *Protection of joints and penetrations in fire-resistance-rated assemblies shall not be concealed from view until inspected and approved.*
- h) *Installation of manufactured homes (mobile homes) shall be made after the installation of the support systems and all utility service connections are in place, but before any covering material or skirting is in place. Evaluation of an approved anchoring system is part of the installation inspection.*
- i) *Fireplaces must be inspected for compliance with applicable requirements of the code and the manufacturer's installation instructions.*
- j) *A final inspection shall be made for all work for which a permit is issued.*
- k) *Special inspections shall be as required by the code.*
- l) *In addition to the inspections in items A to J, the building official is authorized to make or require other inspections of any construction work to ascertain compliance with the code and other laws that are enforced by the Department of Building Safety.*

THE FOLLOWING PRIVATE UTILITY COMPANIES MUST BE CONTACTED FOR ADDITIONAL FEES

GREAT PLAINS NATURAL GAS COMPANY—736-6935
 OTTERTAIL POWER COMPANY—739-8200
 CABLE T.V. COMPANY-Charter 1-800-581-0081
 TELEPHONE COMPANY OtterTail Telecom-998-2000, QWEST-1-800-244-1111

GOPHER STATE ONE CALL MUST BE CALLED BEFORE ANY EXCAVATION!—IT'S THE LAW!!



1-800-252-1166